STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☑ Current
☐ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY	
19418	Office of Human Resources	
UNIT NAME	REPORTING LOCATION	
Classification & Pay	707 3rd Street, West Sacramento 7th floor	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER	CBID
Monday-Friday; 8:00 a.m. - 5:00 p.m	306-271-5142-071	R01
CLASS TITLE	WORKING TITLE	
Associate Personnel Analyst	Classification and Pay Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Staff Services Manager I, the Associate Personnel Analyst is responsible for performing a variety of complex analytical duties for assigned DGS programs and/or contracted client agencies and may act as a lead over complex projects and/or lower level staff. This position will promote and be accountable for customer satisfaction and quality service and will provide recommendations and changes that promote innovative solutions to meet customer needs, in accordance with California Department of Human Resources (CalHR), State Personnel Board, and DGS policies and procedures.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews and processes Requests for Personnel Action submitted by DGS programs and contracted client agencies by researching and analyzing the supporting documentation, preparing written analysis, and making approval or denial recommendations, in order to fill, reclassify, transfer, and/or establish positions, to ensure accurate, timely, and comprehensive customer and consultative services are provided to DGS programs and client agencies and appropriate allocation of positions within the organizational structure based on class specifications and allocation guidelines.
35%	Researches recruitment restrictions, alternatives, and identifies appropriate course of action by using various personnel manuals and resources and working collaboratively with Employee Resource Liaisons, hiring managers and Office of Human Resources (OHR) Recruitment and Examination Units, in order to provide consultative services and guidance to DGS programs and contracted client agencies to ensure customer satisfaction, in accordance with CalHR's Classification and Pay (C&P) Guide and the DGS Personnel Operations Manual.
15%	Researches and develops salary and classification studies by analyzing a variety of highly sensitive personnel related matters, such as, hiring above minimum, training and development assignments, special pay requests, out of class (OOC) grievances and resolving personnel issues, in order to prepare and present a comprehensive written analysis and recommendations to upper management for review, approval, and/or dissemination of the requested actions, to ensure

PERCENTAGE	DESCRIPTION
	adherence to the State Classification Plan.
10%	Resolves various personnel issues in collaboration with OHR Labor Relations Unit, such as, OOC grievances, post and bid, proposed provisions to the Memorandum of Understanding, new technology and equipment and the impact to employees, and mandatory relocations by researching and analyzing issues, in order to present a comprehensive written analysis and provide a complete package for upper management review, approval, and/or denial to ensure compliance with bargaining contracts.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in team-based working sessions and attends various meetings to represent C&P by providing consultative advice in order to resolve issues, re-engineer processes, and develop training, as requested by management, to ensure effective and efficient OHR operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is part of a distributed team that involves regularly working elsewhere and reporting to the office as needed/required.
Professional office environment.
Fast-paced work environment with competing priorities and tight deadlines.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

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Monday-Friday; 8:00 a.m. - 5:00 p.m.	306-271-5157-xxx	R01
CLASS TITLE	WORKING TITLE	
Staff Services Analyst	Classification and Pay Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

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POSITION CONCEPT

Under the supervision of the Staff Services Manager I, the Staff Services Analyst is responsible for performing a variety of less complex analytical duties for assigned DGS programs and/or contracted client agencies. This position will promote and be accountable for customer satisfaction and quality service and will provide recommendations and changes that promote innovative solutions to meet customer needs, in accordance with California Department of Human Resources (CalHR), State Personnel Board, and DGS policies and procedures.

SPECIAL REQUIREMENTS ☐ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews and processes Requests for Personnel Action of average difficulty submitted by DGS programs and contracted client agencies by researching and analyzing the supporting documentation, preparing written analysis, and making approval or denial recommendations to management, in order to fill, reclassify, transfer, and/or establish positions, to ensure accurate, timely, and comprehensive customer and consultative services are provided to DGS programs and client agencies and appropriate allocation of positions within the organizational structure based on class specifications and allocation guidelines.
35%	Researches recruitment restrictions, alternatives, and identifies appropriate course of action by using various personnel manuals and resources and working collaboratively with Employee Resource Liaisons, hiring managers and Office of Human Resources (OHR) Recruitment and Examination Units, in order to provide consultative services and guidance to DGS programs and contracted client agencies to ensure customer satisfaction, in accordance with CalHR's Classification and Pay (C&P) Guide, and the DGS Personnel Operations Manual.
15%	Researches and develops salary and classification studies by analyzing a variety of sensitive personnel related matters, such as, hiring above minimum, training and development assignments, special pay requests, out of class (OOC) grievances and resolving personnel issues of average difficulty, in order to prepare and present a comprehensive written analysis and recommendation to upper management for review, approval, and/or dissemination on the requested actions, to ensure

PERCENTAGE	DESCRIPTION
	adherence to the State Classification Plan.
10%	Resolves various personnel issues in collaboration with OHR Labor Relations Unit, such as, OOC grievances, post and bid, proposed provisions to the Memorandum of Understanding, new technology and equipment and the impact to employees, and mandatory relocations by researching and analyzing issues, in order to present a comprehensive written analysis and provide a complete package for upper management review, approval, and/or denial to ensure compliance with bargaining contracts.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in team-based working sessions and attends various meetings to represent C&P by providing consultative advice in order to resolve issues, re-engineer processes, and develop training, as requested by management, to ensure effective and efficient OHR operations.

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